

Job Description

Function	Finance
Position	Finance Controller
Immediate Manager	Commercial Finance Manager
Position Location	Edinburgh

1. Purpose of the Job

The overall requirement is for an operationally focused, robust, finance professional who can deliver a rigorous control environment, provide insight driven reporting and finance support to the operational teams across the estate

Support the financial operations and processes for all contracts under the Heritage Portfolio Scotland brand, to be robust, timely, accurate and clear

To support the preparation, production and reporting of HPL Scotlands monthly financial trading results and support the finance team in maintaining all financial control procedures relevant to their area including revenue and cost controls.

To oversee and manage a team of Commercial Assistants, to provide help and support on the day to day running of their respective venue's to ensure accurate and timely submission of financial information

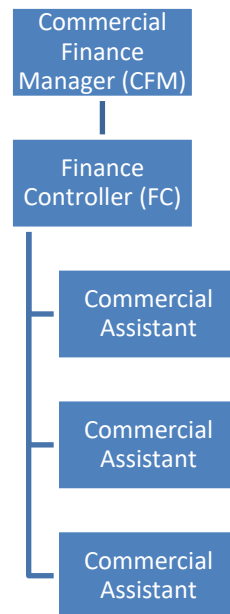
Support Commercial Finance Manager in the production of HPL's management accounts, balance sheet reconciliation, risks and ops, weekly and and quarterly forecast across HPL Scotland

Form productive relationships with the operational teams at sites, to help embed a stronger commercial focus & accountability and ensure budgets and forecasts are robust and owned.

2. Dimensions

Characteristics	<ul style="list-style-type: none"> • 3 x Direct Reports • High volume of reporting and analysis • Travel across the Scotland Portfolio (mainly Edinburgh)
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3. Org Chart



4. Context and Main Issues

Ensure accurate accounting entries in relation to purchase invoices, accruals and prepayments are actioned in line with the monthly and weekly timetables
Ensure compliance with finance timelines and company policies and procedures
Support with various monthly reconciliations (balance sheets, variance analysis) and ad-hoc reporting.
Support the Commercial Finance Manager with growing and maintain the integrity of the finance team, and finance reporting across HPL. Build strong relationships with key stakeholders to foster great communication and insights into site level financial performance

5. Main Assignments

Ensuring compliance with company policies and procedures
Assist CFM with collation and submission of weekly flash forecasts along with meaningful narrative and analysis to enable informed decisions
EProphIT management and making sure invoices are traded correctly and timely
Help in getting debt collected in a timely manner by ensuring all events are billed correctly and maintain internal and external relationships whilst doing so
Assist CFM and work towards ownership of monthly balance sheet reconciliations
Assist in preparing and producing the monthly accounts, ensuring all revenues are accounted for by balancing sales back to the CRM system and preparing accruals and pre-payments to capture all costs are traded in the correct period

Produce regular forecasts, including Profit and loss accounts for functions and events on an adhoc basis to ensure they are as profitable as possible
Monitor weekly rotas in relation to weekly business to ensure no overspends. Liaise with Operations team as to any overspends and advise accordingly
Assist with stock counts as required and carrying out routine stock checks
Spend time at our different venues to work with key stakeholders
Support with various monthly reconciliations (gift vouchers, balance sheets, variance analysis) and various ad-hoc reporting, as requested
Line management of 3 x Commercial Assistants across Heritage Portfolio. Working with CFM to continually grow and develop the finance team with a one team mindset
Lead on HPL CPU operations team with reporting requirements
Support CFM with embedding a new month end process by providing continuous support for the new process for the HPL portfolio including reviewing journals for accuracy, providing feedback and uploading journals as required
Support CFM with annual budget setting and quarterly forecast review and submission for HPL Scotland

6. Accountabilities

Be compliant in all financial aspects in line with company procedures
Maintain good Internal and External relationships
Comply with all Company & client policies and procedures as required, together with statutory regulations and legislative requirements relating to such matters as employment law, safe systems of work, health & safety, anti-bribery, finance code of conduct etc
Assist and advice commercial assistants on day to day finance operations
Accuracy in reporting and analysis

7. Person Specification

Excellent Excel and Variance analysis Skills
Desirable to have good working knowledge of SAP, Eprophet, Priava or other large similar systems
Experience of producing management accounts, budgets and forecasts
Desirable to have knowledge of retail and cash environment/contract catering
Experience of working with internal and external stakeholders
Good interpersonal skills with the ability to communicate at senior and junior levels
Expectation would be for the candidate to travel across various sites
Part qualified (ACCA/CIMA) or QBE

8. Competencies

Learning and Development	Innovation and Change
Commercial Awareness	Employee Engagement